



MADERA COUNTY WORKFORCE INVESTMENT CORPORATION

MINUTES

February 27, 2025

Convened at:

**Workforce Assistance Center, Executive Conference Room,
2037 W. Cleveland Ave., Madera Ca, 93637
Via Zoom: 730 N. I Street, Madera, CA 93637**

PRESENT: Debi Bray, Mattie Mendez, Roger Leach, Tim Riche

ABSENT: Gabriel Mejia, Ramona Davie

GUEST:

STAFF: Bertha Vega, Jessica Roche, Maiknue Vang, Martha Prado, Nicki Martin

1.0 Call to Order

Meeting called to order at 3:05 p.m. by Chair Debi Bray.

1.1 Pledge of Allegiance

2.0 Additions to the Agenda

None.

3.0 Public Comment

None.

4.0 Introductions and Recognitions

Martha Prado is Madera Workforce's newest Career Specialist. Martha was hired as a temp to work on special projects including solar training and GRID. She was hired full-time in January. She is learning lots of new things and staff have been very helpful. She helps up front and with the youth program as well.

5.0 Adoption of Board Agenda

Mattie Mendez moved to adopt the agenda, seconded by Roger Leach.

Vote: Approved – unanimous

Yes: Debi Bray, Mattie Mendez, Roger Leach, Tim Riche

6.0 Consent Calendar

6.1 Consideration of approval of December 11, 2024, Madera County Workforce Investment Corporation (MCWIC) meeting minutes.

Mattie Mendez moved to approve, seconded by Tim Riche.

Vote: Approved – unanimous

Yes: Debi Bray, Mattie Mendez, Roger Leach, Tim Riche

7.0 Action Items

7.1 Review of Form 990 2023 tax returns by the MCWIC Board of Directors in preparation for submittal to the IRS.

The Form 990 is prepared by a CPA with information provided by the Controller and is comprised of information already seen by the Board. The Form is required for any 501c3 organization. Jessica, Controller, has reviewed and confirmed all the information.

Roger Leach moved to approve, seconded by Mattie Mendez.

Vote: Approved – unanimous

Yes: Debi Bray, Mattie Mendez, Roger Leach, Tim Riche

7.2 Consideration of approval of the MCWIC year-to-date financial reports for the period ending December 31, 2024.

We are halfway through the program year and everything is looking good. Fiscal staff makes sure everything is accurate. If the program has to close its doors, there would be approximately 2.5 months of cash on hand. Cash is only drawn down from the State based on expenditures. MCWIC's goal is to build up its reserve. The accounting system was just upgraded to a cloud-based program. Future reports may look a little different.

Roger Leach moved to approve, seconded by Tim Riche.

Vote: Approved – unanimous

Yes: Debi Bray, Mattie Mendez, Roger Leach, Tim Riche

7.3 Consideration of approval of the revised MCWIC salary schedules to include adjusting starting wages to reflect the increase to the minimum wage and the addition of the Marketing and Outreach Coordinator.

The starting salaries were updated on the schedules to adjust the starting wages to reflect the increase to the minimum wage. A budget adjustment is not needed as staff are already earning above the minimum wage threshold and the budget was not impacted. Staff pointed out that longevity pay is still on the Exempt salary schedule. Maiknue Vang is the last staff member who will receive longevity pay. Once she receives that, longevity will no longer apply to MCWIC staff and can be removed. Staff suggested that the Board can opt to approve the removal of the longevity pay along with the stated revisions, but the Board preferred to have staff bring back a revised exempt salary schedule that removes the longevity pay at the next Board meeting.

Tim Riche moved to approve, seconded by Mattie Mendez.

Vote: Approved – unanimous

Yes: Debi Bray, Mattie Mendez, Roger Leach, Tim Riche

8.0 Information Items

8.1 Success Stories

Information provided within the agenda packet.

8.2 Workforce Development Board (WDB) of Madera County Update

Information provided within the agenda packet.

8.3 MCWIC Executive Director Mid-Year Goals Update

Information provided within the agenda packet. Madera Workforce has been very busy and productive. Madera is on the final stretch for submitting some state applications and should be wrapping all the applications up by the end of April. Goals 1, 2, and 3 are in progress. The Action Planning is coming along and is on track to restructure the WDB and to continuously look for ways to keep the WDB members engaged. Goal 5 around funding and diversification is always front and center in everything that we do ensuring that MCWIC is applying for various grants/applications as they become available and fit the local needs. Maiknue tries to be a part of local and state/regional levels of conversations to keep Madera involved and visible. She noted that all the work being done could not be done without the support of the WDB and MCWIC Boards.

8.4 Revised October 24, 2024, MCWIC Board Meeting Minutes

Information provided within the agenda packet.

8.5 Beaudette Inc.'s One Stop Operator (OSO) report for the period of October 1, 2024, through December 31, 2024.

Information provided within the agenda packet.

8.6 WIOA Formula and Special Projects Quarterly Program Overview as of December 31, 2024

Information provided within the agenda packet.

8.7 Program Impact Report July 1, 2024, through December 31, 2024

Information provided within the agenda packet.

8.8 Local Area Subsequent Designation and Local Board Recertification Program Year 2025-27 application update

Information provided within the agenda packet.

8.9 Update on MCWIC Tenants

Staff provided an update on the MCWIC tenants. P. Steve Ramirez vacated the standard cubicle space on 1/12/25. The attorney prepared a Notice of Default and 10-day Notice to Pay or Quit letter which was then hand delivered by Jessica, Controller, on 1/2/25. The tenant vacated the Center on 1/6/25. To date, the tenant has not paid the balance due. Staff have discussed what it would look like if it was decided to proceed with sending the debt to collections, but staff continue to reach out to the tenant. The tenant has responded that their issues have been resolved, and their funds should be released soon and that they expect to pay their balance in the next 30 days. If MCWIC decided to go to collections, the service would be 30% which equates to \$3,000 out of the \$9,000 amount due. Jessica will continue to reach out and prefers to use collections as a last resort. Jessica is researching a business-to-business collections agency along with a couple of other organizations. Staff will provide more updates at future meetings.

8.10 Update on PY 2023 Local Area Post-PY Targets and Performance Scores

Information provided within the agenda packet.

8.11 Update on Local and Regional Workforce Plans

Information provided within the agenda packet.

8.12 Update on One Stop Operator Procurement

Information provided within the agenda packet.

8.13 Update on WIOA Adult & Dislocated Worker Career Services Provider Application

Information provided within the agenda packet.

8.14 Information on Weekly Unemployment Insurance (UI) Initial Claims for Madera County

Information provided within the agenda packet.

8.15 Form 700 Due April 1, 2025

Information provided within the agenda packet.

9.0 Written Communication

None.

10.0 Open Discussion/Reports/Information

10.1 Board Members

- *Tim Riche: the Graduate Profile is happening on 3/24/25. Please contact him if you are interested in participating. He will share a flyer for the event that has the description and registration information. Maiknue stated that the MCWIC office will close and not provide services that day so that the majority of staff, including management, can participate.*
- *Debi Bray: expressed concerns about the cuts to some Federal programs and had questions about where MCWIC would stand should the Federal cuts affect the Workforce program. Allocations for the current program are already received and are funding the current program. She wondered if there was any type of back-up plan. Jessica stated that this is something that the auditors have questioned as well. Staff is always looking at worst case scenarios. Management has been very transparent with staff and is keeping them apprised of all the happenings at the Federal level but the State associations suggest that local areas not play into the scare tactics and intimidations that may be out there. There are a lot of what-ifs out there and they are shared with staff along with the different possibilities that could happen. Staff do have concerns and always try to keep the situation front and center. Staff do not believe the system will be totally unfunded but would most definitely look very different. Mattie believes that the current attorney should represent the Board and could be providing updates on the status of the situation at the Federal level. She wondered what the purpose/role of the attorney is. Staff indicated that the attorney is used on an as-needed basis to provide information on WIOA related items. Madera Workforce has a contract with Sierra HR for personnel issues. The current attorney has knowledge on non-profit structure and WIOA – not WIOA funding. Mattie expressed that it seems that the current attorney represents the WDB which is a program Board and not the MCWIC Board who deals with non-profit and business. Staff can look into using 2 separate attorneys for the 2 different areas/Boards needed.*

10.2 Staff

- *Maiknue Vang: provided an update on the mobile unit. Initially, the van included a toilet which would need to be emptied after every event when it was used. Staff was surveyed and elected to exclude a toilet. This will allow for 5 workstations. The back end of the 22-foot van will now have a sink, counter and space for a microwave and fridge along with a cabinet for a popup tent. Starlink will be installed for connectivity. The van is being purchased through Field Van in Fresno. Madera County probation is currently working with Field Van for their own mobile unit. The school bus driver training started last week. Advance Career Institute is providing training for the first 2 weeks. the remaining 8 weeks of training happen at Madera Unified School District (MUSD) – including the behind the wheel. The training has gained momentum in the Central Valley with other school districts reaching out to the MUSD for information. Staff are also considering replicating the training in other areas of the County.*

11.0 Next Meeting

The next meeting will be held at the Workforce Assistance Center on April 24, 2025.

12.0 Adjournment

Roger Leach moved to adjourn at 4:19 p.m., seconded by Mattie Mendez.